

# STAFFORD COUNTY SCHOOL BOARD

## Agenda Consideration

<b>TOPIC:</b>	Summer Flex Schedule For 12-month employees	<b>ITEM NO:</b>	10 A
<b>PREPARED BY:</b>	Jean S. Murray, Superintendent	<b>MEETING:</b>	March 28, 2006
	Valerie Cottongim, Office of Public Information	<b>ACTION DATE:</b>	No action requested Information only

---

### ACTION REQUESTED BY THE SUPERINTENDENT:

To share information with the School Board the plan for communicating the summer flex schedule for 12-month employees.

---

### KEY POINTS:

At the request of the School Board, a communication plan has been developed for communicating with the general public the summer business hours of the Stafford School Division. The plan is attached.

The employee group convened to plan the Summer Schedule determined that the "Flex Fridays Optional" plan would be the best plan to implement. This plan allows employees to flex if they so choose, working four ten-hour days, Monday through Thursday. On Friday all offices will be closed to the public, but non-flexing employees may work from 8 a.m. to 4:30 p.m. in the buildings on Friday. The business hours of all offices will be 8 a.m. to 5 p.m. Monday through Thursday. Supervisors will ensure that all offices are covered during the posted office hours. Administrators will ensure that any parent needing to meet on a Friday is accommodated.

This proposed plan met the needs of the maintenance and custodial groups who had special needs that conflicted with previous flex schedules and with the employees who are unable to flex due to childcare arrangements or health needs.

Flex work hours will be 7 a.m. to 5 p.m., 7:30 a.m. to 5:30 p.m., 8 a.m. to 6 p.m., or 8:30 a.m. to 6:30 p.m. Each supervisor will coordinate the necessary departmental coverage to continue providing the level of service. Flex will begin the week of June 19<sup>th</sup> and continue through the week of August 14. Due to the holiday, there will be no flex during the July 4<sup>th</sup> week.

### SCHOOL BOARD GOAL:

**Goal 6**—Introduce programs to enhance employee status, within the school division and the community at large, so that employees are aware of their value to school and community.

**FUNDING SOURCE:** Not applicable

**AUTHORIZATION REFERENCE:** Policy 5-12, Work days/ Hours of Employment

# Communications Plan for 2006 Flex Schedule

**Advertisements** of summer schedule will run in The Free Lance Star on May 9 and June 6.

**School Newsletters:** Principals at all levels have been asked to publish announcements regarding the flex schedule in their May and June newsletters.

**Agenda Item :** This agenda item will be posted on the website under current news.

**Website:** A notice of the summer schedule will be posted prominently on the school division's website. All information including the dates and time of operations for Stafford Schools and information on who to contact at each school site will be made available to the public on the website.

**Flier:** A 4 x 5 inch informational flier will be sent home with all students. This flier will also be posted on the website. (Distribution planned for the week of May 8-12.)

**PTO/PTA:** An information email will be sent to all members of the PTO/PTA Leadership Forum with the request that they share this information with their membership through their newsletters and at meetings.

**News Release:** A news release will be developed and shared with all media outlets regarding the change in business hours for the summer. Follow-up media calls will be made by the Office of Public Information to encourage coverage of this information.

**Staff Notification:** All staff will receive an email regarding the change in business hours and the parameters of the summer flex schedule. All principals will be asked to share this information in staff meetings through the end of the school year. A memorandum will be sent from the Superintendent's office outlining the summer flex program to all 12-month employees. This memorandum will address all obvious questions and concerns. All administrators will ensure that parents needing to meet on a Friday are accommodated.

**Vendor Notification:** The school sites will be responsible for notifying their vendors of the Friday close no later than May 9.

**Fliers:** Fliers will be posted at the main entrance of all school sites and support sites indicating the operating hours. A telephone number for emergency contact will be listed.

